Quick Sheet:
Upload New Version

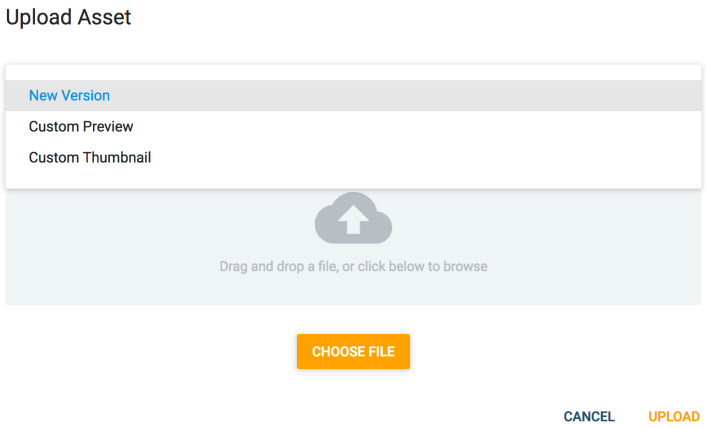
This Quick Sheet documents the process for uploading a new version of an existing asset. The same procedure applies to adding an asset for a metadata-only record. Locate the asset for which a new version is to be uploaded.

Uploading a New Version

1. Click on the asset to open the *Asset Details* page.
2. Click the *Edit* button.

3. Click the *Upload* button.

4. The *Upload Asset* window is displayed. Make sure the *Upload Type* is set to **New Version**:



5. Select and upload the new file via Drag & Drop or via Browsing.
6. At the point, the previous version is not accessible. The new version will be accessible once ingest process is completed.